

BY ORDER OF THE COMMANDER

SHEPPARD AFB SUPPLEMENT 1

AETCI 10-402

15 May 1999



Operations

**AIR EDUCATION AND TRAINING COMMAND WAR
AND CONTINGENCY PLANNING PROCESS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the SAFB WWW site and can be downloaded at: <http://www/sheppard.af.mil>. If you lack access, contact your Publication Distribution Office.

Supersedes AETCI 10-402/SAFB Sup1, 10 Nov 1998
OPR: 82 TRW/XP (Mr. Eugene G. Parochniak)
F

Certified by: 82 TRW/XP (Jerry Whitman)
Pages: 41/Distribution:

AETCI 10-402, 18 December 1998, is supplemented as follows. This supplement applies to all AETC and tenant units. It does not apply to any geographically separated units. Maintain all records required/created by this supplement IAW applicable tables and rules.

SUMMARY OF REVISIONS

This publication consolidates and expands on guidance for unit plans representatives to assist them in carrying out their duties that were originally published in the SAFB Unit Plans Representative Guide. It has been substantially revised and must be completely reviewed.

1.1.5. The SAFB Plans Summary provides a brief synopsis of all Sheppard war and contingency plans.

5.1. The 82d Training Wing War and Contingency Plans Officer (82 TRW/XPO) is the 82 TRW Plans Officer.

5.1.3. The Sheppard War Plans Working Group (WPWG) is comprised of plans representatives in organizations identified in paragraph 5.2.1., this supplement. (Attachment 1)

5.1.6. Publish a quarterly 82 TRW War/Contingency and Miscellaneous Plans Listing.

5.1.7. Maintain the master distribution listing along with stock copies of all Sheppard plans and plan changes. Plans representatives determine distribution requirements for their organizations and provide the information to the plan OPR and the Plans Officer. 82 TRW/XPO coordinates distribution changes with the OPR and provides an updated Annex Z, Distribution, to the plan OPR during a revision or change process.

5.1.8. Plans Offices of Primary Responsibility (OPR) will initiate plan reviews annually during the month preceding the anniversary month of the plan, upon receipt of correspondence from higher headquarters that affects the plan, and/or upon receipt of a change to the plan or a new prescribing directive. (Attachments 2 and 3)

5.1.8.1 The Wing Plans Officer will forward reminders for reviews to Plans OPRs. During the review, the OPR will contact all tasked organizations and request inputs. The OPR must advise the Wing Plans Officer of the results of the review, in writing, by the established suspense date.

5.1.8.2. (Added) If a change or revision is necessary, the OPR will coordinate with the Plans Officer to establish a suspense date for submission of change or revision. The OPR and XPO review all inputs and establish a suspense date for completion of the change or revision. Change the plan rather than revise if the total adjustments (any new or previously changed material) affect less than 40 percent of the plan. Desired timeframes:

5.1.8.2.1. (Added) Finalize change and submitted to 82 TRW/XPO within 30 days after the OPR and XPO review.

5.1.8.2.2. (Added) Finalize revision and submitted to 82 TRW/XPO within 60 days after the OPR and XPO review

5.1.10.1. The initial 82d Training Wing War and Contingency Plans briefing will be scheduled by the Plans Officer. See Attachment 4, this supplement, for designated attendees.

5.1.11. OPRs will use this supplement for assistance in carrying out their various responsibilities and for plan development.

5.1.11.1. Approval of, coordination on and processing of war and contingency plans will be accomplished as follows:

- The 82d Training Wing Commander or Vice Commander is the final approving authority for all plans, revisions, and changes to SAFB war and contingency plans.

- Authentication authority is delegated to the 82d Training Wing Vice Commander.

- The Chief, Plans Office (82 TRW/XP), will coordinate on all SAFB war and contingency plans before submission to final approving authorities, and sign letters of transmittal for plans and changes.

- All SAFB Plans will be forwarded to the Plans Officer (82 TRW/XPO) for review and submission to the Wing Command Section for approval and signature.

- Tenant units preparing plans for higher headquarters in which a wing activity is tasked will coordinate the plans with the Plans Officer and the tasked activity before publication.

5.1.11.1.1 Designated Offices of Primary Responsibility (OPR) will comply with the Plans Development Checklist, Attachment 5. Special emphasis should be placed on:

5.1.11.1.1.1 (Added) Classification Markings. Refer to basic instruction, paragraph 7.5.

5.1.11.1.1.2. (Added) Margins. Ensure the following minimum requirements are observed. One inch top margin. One inch left and right margins. One inch bottom margin. (This will allow space for page numbering and security markings if applicable.)

5.1.11.1.1.3. (Added) Use the same typing element consistently throughout the plan. Font will be set at Times New Roman, size 11, for text material to aid in ease of readability.

5.1.11.1.1.4. (Added) On all 82 TRW plans, type the following on the top right corner of the first page of each annex, appendix or tab, one inch from the top:

82d Training Wing
Sheppard Air Force Base, Texas

5.1.11.1.1.5. (Added) When directed by the Plans Office, type the signature block of unit Commander on the last page of the applicable Annex.

5.1.11.1.1.6. (Added) Coordinate your draft with all tasked organizations/agencies to ensure each organization/agency is aware of and can accomplish their assigned task(s). Obtain approval/recommended changes in writing. If major changes were required, coordinate the final draft with all tasked agencies using AF Form 1768, **Staff Summary Sheet**. Hand carry the final draft to each tasked agency or host a coordination meeting. Use the Base Information Transfer System (BITS) if time is not a factor. **Obtain all signatures except for Chief, Plans Office, 82 TRW/CV and 82 TRW/CC.**

5.1.11.1.1.6.1. (Added) After final coordination, prepare the plan in final format and obtain all signatures on each annex, as required. Attach the AF Form 1768 to this copy and deliver to 82 TRW/XPO. XPO will review the plan for proper format and adequacy of content, ensure all signatures were obtained, and forward to 82 TRW/CV for coordination and 82 TRW/CC for signature.

5.1.11.1.1.6.2. (Added) After the Wing Commander has approved/signed the plan, the OPR will prepare the AETC Form 1041, **Printing and Collating Dummy Master**, and the Defense Automated Printing Service (DAPS), Sheppard Form 5604, **Printing Reprographics Request** and submit to DAPS. Use blue card stock for covers for unclassified plans and ensure print service request includes three-hole punch at left margin. (**Note:** Plan OPRs are required to maintain a stock of each plan as directed by the Plans Officer.)

5.1.11.1.1.6.3. (Added) Distribute the plan in accordance with Annex Z of that particular plan. Additionally, provide 82 TRW/XPO with a disk copy of the plan or change, as applicable.

5.1.11.1.1.6.4. (Added) OPRs will advise the Plans Officer when the plan has been distributed. Plans officer will advise unit plans representatives through electronic means that the plan has been distributed. A Base Bulletin notice will also be published.

5.1.11.1.1.6.5. (Added) OPRs maintain the original or master copy of the plan on file together with all related correspondence, including the completed Plans Change development Checklist (Attachment 5).

5.1.11.3. Develop and maintain a unit plans program continuity book. Maintain the following documentation as a minimum:

Tab 1. Table of Contents.

Tab 2. Unit Plans representative Letter of Appointment.

Tab 3. AETCI 10-402, *AETC War and Contingency Planning Process/SAFB Sup 1*.

Tab 4. RESERVED

Tab 5. SAFB Plans Summary.

Tab 6. AETC/SAFB War/Contingency and Miscellaneous Plans Listing.

Tab 7. Key Unit Supervisory Positions/Briefing Documentation (initial and refresher).

Tab 8. Self-Inspection Checklists/Reports.

Tab 9. Last two Years Plans Staff Assistant Visit (SAV) Reports with unit responses.

Tab 10. Internal Visit Schedules/Reports.

Tab 11. Plans Requirement/Distribution List.

Tab 12. Other Plans Program Documentation (Plan Reviews, Plans Branch SAV Schedule for Current Year, List of suspense items, etc.).

NOTE: Use other tabs to fit the needs of the unit. Delete those tabs not applicable to the unit. Keep material up-to-date at all times. Use of Optional Form 21, **Cross Reference**, is authorized.

5.1.11.4. The Plans Officer will publish an annual Plans Summary which will be updated as changes occur.

5.1.11.5. (Added) Serve as advisor to the Wing War Plans Working Group.

5.1.11.6. (Added) Act as point of contact for all SAFB war and contingency planning. Be responsible for integration of the wing base-wide planning effort. This includes ensuring compatibility of all base war and contingency plans and assuring overall planning is consistent with higher headquarters directives.

5.1.11.7. (Added) Monitor, suspense, and document required Wing actions when a requirement exists to change or develop a SAFB plan, and ensure proper coordination with senior commanders and tasked agencies.

5.1.11.8. (Added) Review and attempt to resolve conflicts on all Sheppard plans before submission to the final approving authority.

5.1.11.9. (Added) Establish and monitor suspense's for all unit or agency plan activities.

*5.2.1. The following organizations will appoint both primary and alternate plans representative and send the appointment memorandum to 82 TRW/XPO. Representatives will receive plans representative training within 30 days of appointment. Appoint replacement plans representatives at least 30 days before reassignment of the current representative. Other responsibilities are outlined in paragraph 5.2 of the basic instruction and by this supplement. (Use Attachment 6 for letter format)

82 TRW/PA	82 CPTS	82 TRG	82 MDG
82 TRW/JA	82 CES	782 TRG	82 LG
82 TRW/HC	82 SFS	882 TRG	80 FTW
82 TRW/MQ	82 MSS	982 TRG	
82 TRW/SE	82 SVS		
	82 CS		

When a unit plans representative within the unit is replaced, ensure a new letter of appointment is forwarded to 82 TRW/XPO within 10 days. A primary and an alternate must be appointed. Normally, only the primary representative will be trained by the Plans Officer.

5.2.1.1. (Added) The following organizations must also appoint plans representative and send the appointment memorandum to 82 TRW/XPO. Plans POCs are responsible for verifying the current status of any plan for which they are on distribution. The plans POC should use the quarterly 82 TRW War/Contingency and Miscellaneous Plans Index to accomplish this task. Designated unit personnel brief other unit personnel using the SAFB Plans Summary as a briefing guide. Plans POCs will be advised when a Sheppard War and Contingency Plans briefing and/or unit plans representative training will be held and are encouraged to attend. A unit plans program continuity book is required. Tenants will also comply with plans requirements contained in Inter Service Support Agreements.

Army Air Force Exchange Service (AAFES)	Defense Commissary Agency (DeCA)
Defense Automated Printing Service (DAPS)	Defense Reutilization and Marketing Office (DRMO)
Det 411, AFOSI	AF Audit Agency (AFAA)
97 th Flying Training Squadron (97 FTS)	

5.2.1.1.1. Unit Plans Representatives will:

5.2.1.1.1.1 Be the focal point for all plans actions.

5.2.1.1.1.2. Be a member of the War Plans Working Group (WPWG).

5.2.2.1. Prepare and maintain a listing of key unit supervisory positions and personnel designated to receive briefings on war and contingency plans. Forward names of new Wing key supervisors to the Plans Office, 82 TRW/XPO, so they can be scheduled for initial plans briefings to receive briefings on war and contingency plans. Attachment 2 identifies Wing key supervisor positions for which names must be provided.

5.2.2.2. Develop plans, annexes, appendices, etc., for which your agency is designated OPR. Use Attachments 10-27 for plan development guidance.

5.2.2.3. Notify the Plans Officer if you intend to produce or change a SAFB Plan. The first draft and a fully coordinated final draft will be submitted to 82 TRW/XPO for review, coordination, and approval prior to publication.

5.2.2.4. Provide initial briefings to unit key supervisors on all plans and changes that affect their specific functional area within 30 days of assignment. Give additional briefings as required to cover new plans or changes. Document all briefings.

5.2.2.5. Ensure adequate instructions, checklists, etc., are developed to implement plans under which the unit is tasked. Establish procedures for periodic review and update of checklists and implementing instructions. Review all unit checklists, to include those maintained at the Command Post/Battle Staff, for currency as plans are changed and/or revised. As a minimum, however, checklists should be reviewed at least annually. Use dates on all checklists to reflect currency. Coordinate with unit commander to create or change unit specific checklists. Ensure checklists used by members of the Battle Staff and UCCs reflect the same information.

5.2.2.5.1. (Added)(SAFB) Prepare and maintain a Battle Staff (BS) book containing checklists and implementing instructions when the unit or agency is required to provide a BS representative. 82 TRW/XP will maintain and post all Battle Staff checklists. Units are responsible for posting and maintaining unit specific checklists and other associated documents.

5.2.2.5.2. (Added)(SAFB) When the unit has a BS representative, review all material (implementing checklists, rosters, etc.) both classified and unclassified, at least quarterly. Document reviews. Change line number identifiers for classified Defense Readiness Condition (DEFCON) checklists within 5 working days after receipt from the Wing Plans Officer. These checklists are in a sealed package and are stored in the Command Post safe. Review and inventory classified material on a quarterly basis. Annotate date of review and signature of reviewing official on classified package or access letter.

5.2.2.6. Participate in unit SAVs with the Plans Officer. The primary plans representative should be present. Complete the SAV checklist provided by the Plans Officer and have it available at the time of the visit. See paragraph 6 this supplement.

5.2.2.7 (Added)(SAFB) Notify the Plans Officer when a Higher Headquarters directive or plan creates a requirement to develop, delete, or change a SAFB plan. Specify required Wing actions by memo to the Plans Officer. Monitor and document all actions through appropriate suspense and follow-up actions.

5.2.2.8. (Added)(SAFB) Within 60 days of appointment newly appointed plans representatives will review all plans that task the unit. Document review.

5.2.2.9. (Added)(SAFB) Conduct and document semiannual self-inspections of the unit plans function. Tenant units will comply with its command directives.

5.2.2.10 (Added)(SAFB) Conduct an annual review of all plans maintained by your unit as directed by the Plans OPR or the Plans Officer.

5.2.2.11.(Added)(SAFB) Maintain current copies of all required plans and maintain a plans requirement and distribution list for plans in which the unit is tasked. Document the internal distribution of unit plans when multiple copies are located outside the unit's library. Use the SAFB War/Contingency and Miscellaneous Plans Index, published quarterly, to check the currency of plans on file. This document should be posted with a plus (+) or minus (-) to validate currency. Keep plans in a central unit location, normally in close proximity to the unit plans representative, or use an Optional Form 21 to indicate location of plan. Store unclassified plans in an appropriate container or area for protection of the information. Protect, mark, store, and destroy classified plans according to DoDR 5200.1, *DoD Information Security Program Regulation*, and AFI 31-401, *Managing the Information Security Program*.

5.2.2.12.(Added)(SAFB) Develop and maintain a Unit Plans Continuity Book IAW format in paragraph 5.1.11.3.

5.2.2.13. (Added)(SAFB) Perform annual internal visits to the offices or activities in the unit that are maintaining copies of plans, checklists, etc., to ensure documentation is current and properly maintained. Document visits.

6. 82 TRW/XPO will visit the units listed in paragraph 5.2.1, this supplement. A follow-up visit will be scheduled when necessary.

6.1.2. Coordinate the exact time of the SAV with the unit plans representative at least two weeks before the visit, and schedule an outbrief with the unit commander or staff agency chief after the SAV.

6.2. Review the current status of documents maintained in the continuity book and the BS books to ensure compliance with applicable directives.

6.3. The Chief of Plans will sign SAV reports to the unit commander or staff agency chief visited. Units will maintain last two years SAV reports.

7.3. Base plans OPRs are responsible for development of elements listed in paragraphs 7.3.1 through 7.3.10 of the basic instruction.

7.3.10. Use the distribution change memorandum as a transmittal memorandum before the instruction memorandum to acknowledge receipt of the plan or to record distribution changes.

7.3.11. (Added)(SAFB) Coordinate Sheppard War and Contingency Plans with the Chief of Plans and approval by the 82 TRW Commander. Process changes and revisions in the same manner; however, 82 TRW Vice Commander approves minor changes (administrative in nature).

7.4. The coordination process for plans is the same whether the plan is new, changed, or revised (see Attachment 7).

7.5. File page changes behind front cover and complete the Record of Changes Page.

TIMOTHY J. KAUFMAN, Colonel, USAF
Vice Commander

27 Attachments:

1. Units Requiring Plans Representatives
2. Annual Plan Reminder Memorandum (XPO to OPR)
3. Annual Plans Reminder Memorandum (OPR to Unit)
4. Wing Key Personnel/Plans Representatives
5. New Plans and Complete Revisions
6. Plans Representative Appointment Letter
7. Plans SAV Checklist (Plans Officer)
8. Staff Assistance Visits (SAV) Report Format
9. Reply to Plans SAV Report
10. SAFB Plans Cover Format
11. Transmittal Memorandum
12. Security Instructions and Record of Changes
13. Plans Summary
14. Table of Contents Format
15. Basic Plan Format
16. Tasked Organization Annex Format
17. Annex Format
18. Classified Annex Format
19. Appendix Format
20. Tab Format
21. Distribution Format
22. Distribution Change Memorandum
23. Staff Summary Sheet
24. Change Transmittal Memorandum
25. Page Change Format
26. Plan Change Development Checklist
27. Unit Plans Representatives Checklist

Attachment 1**UNITS REQUIRING PLANS REPRESENTATIVES**

82 TRW/PA	82 CPTS/FMA	82 TRG
82 TRW/JA	82 CES	782 TRG
82 TRW/HC	82 SFS	882 TRG
82 TRW/MQ	82 CS	982 TRG
82 TRW/SE	82 MSS	82 MDG
	82 SVS	82 LG
80 FTW		

Tenant units listed below will provide a Point of Contact for plans actions:

Defense Automated Printing Service	Det 411 AFOSI	82 TRW/HO
AAFES	DECA	82 TRW/ME
DRMO	AF Audit Agency	97 FTS

ANNUAL PLAN REVIEW REMINDER LETTER
(82 TRW/XPO to OPR)

MEMORANDUM FOR 82 SFS/CC

FROM: 82 TRW/XP

SUBJECT: Annual Review of SAFB Plan 31-209, Resource Protection

1. An annual review of the SAFB Plan 31-209, dated _____, is being conducted to ensure procedures are current/correct. As OPR for this plan you are required to complete this review. Contact all tasked organizations and request their review/input. Forward review/coordination documentation from tasked activities to this office for file with the master copy of the plan.
2. A revised plan may or may not be required, therefore, request you contact this office for administrative guidance before you begin the revision process. All revisions must be routed through this office before finalization.
3. Request review be completed and this office advised of plan status or updated information, as applicable, by completing the indorsement below NLT _____. My POC is Mr Parochniak who can be contacted at 7242.

JERRY W. WHITMAN
Chief, Plans Office

1st Ind,

MEMORANDUM FOR 82 TRW/XP, Stop 1

Status of subject plan is indicated below:

- () a. Plan is current as written.
- () b. (POC)_____will forward a rewrite of this plan to your office for your review NLT_____.
- () c. A change will be required. (POC)_____ will contact your office your office for administrative guidance by _____.

(Signature of Unit Commander)

Attachment 3

**ANNUAL PLAN REVIEW REMINDER LETTER
(OPR to Unit)**

(Date)

MEMORANDUM FOR UNIT PLANS REPRESENTATIVES

82 TRW/JA/PA/CP

80 FTW/XP

882 TRG

82 AMDS/SGPR 82 LG/LGTR 82 CPTS/FMA

82 SPTG//SVS/MSS/SFS/CES/CS

AFOSI Det 411

FROM: 82 TRW/XP

SUBJECT: Annual Review of SAFB Plan 55-2, Civil Disturbance

1. An annual review of SAFB Plan 55-2, dated _____, is being conducted to ensure procedures are current/correct.
2. Request you review your taskings and provide this office with your inputs by completing the indorsement below NLT _____.

JERRY W. WHITMAN
Chief, Plans Office

1st Ind,

MEMORANDUM FOR 82 TRW/XP, Stop 1

Status of subject plan is indicated below:

- () a. Plan is current as written.
- () b. Plan requires revision and the proposed change(s) are attached.

Attachment 4**KEY WING PERSONNEL/PLANS REPRESENTATIVES**INITIAL PLANS BRIEFING DESIGNEES

Personnel occupying the following positions are designated key Wing supervisory personnel and as such will receive initial briefing on war and contingency plans. Briefing dates/times will be established and published by the Plans Officer. NOTE: Unit key personnel designees may attend this briefing, as scheduled by the unit plans representatives.

Headquarters, 82d Training Wing

Commander
Vice Commander
Chief, Exercise Evaluation Team (EET)
Chief, Plans Office
Chief, Command Post

80th Flying Training Wing

Commander
Deputy Operations group Commander

782d Training Group

Commander
Deputy Commander

82d Support Group

Commander
Deputy Commander

882d Training Group

Commander
Deputy Commander

982d Training Group

Commander
Deputy Commander

AFOSI Detachment 411

Commander

82d Training Group

Commander
Deputy Commander

82d Logistics Group

Commander
Deputy Commander

82d Medical Group

Commander
Administrator

NOTE 1: Tenant unit Chiefs/Commanders will be advised when briefings are scheduled and are encouraged to attend.

NOTE 2: Unit key personnel designees may attend this briefing, as scheduled by the unit plans representatives.

Attachment 5**NEW PLANS AND COMPLETE REVISIONS OF PLANS CHECKLIST**

1. Was the Plans Officer notified of requirement to prepare or revise the plan?
2. Was a meeting with the Plans Officer scheduled and conducted before starting work on the plan?
 - a. Was the appropriate format determined?
 - b. Was a schedule with milestones prepared to ensure publication suspenses could be met?
 - c. Did the Plans Officer discuss preparation considerations?
 - (1) AFMAN 10-401 and formats in the Unit Plans Representative Instruction?
 - (2) Plan Working Group?
 - (3) Preparation of drafts, coordination procedures, and requirements before printing?
3. Is the CONCEPT OF OPERATIONS clearly understood, defined and realistic in your draft? Can we do the things we say we are going to do in the manner we say we are going to do them?
4. Does the plan fully support Higher Headquarters plans or other directives governing the plan?
5. Is the format IAW AETCI 10-402/SAFB Sup 1 and/or HHQ plan/ directives that it supports?
6. Were all requirements for annexes/appendices/tabs determined? Did OPRs furnish them?
7. Was a draft provided to 82 TRW/XPO for initial review?
8. Were all corrections/changes suggested by 82 TRW/XPO made?
9. Except when otherwise directed, are all key elements included in the plan? ALL plans will contain the following key elements unless approved by 82 TRW/XPO:
 - a. Cover
 - b. Letter of Transmittal
 - c. Distribution Changes
 - d. Security Instructions and Record of Changes
 - e. Plan Summary
 - f. Table of Contents
 - g. Basic Plan
 - h. Annex A - Task Organization
 - i. Appropriate Annexes, Appendices, Tabs
 - j. Annex X - Execution Checklist (when appropriate and useful)
 - k. Annex Z - Distribution
10. Do plan elements follow standard AFMAN 10-401 formats provided in this supplement?

11. Is the plan properly marked? Refer to Attachment 18 for instructions on marking classified plans.

12. Were plans coordinated with all tasked organizations?

13. Does TABLE OF CONTENTS accurately reflect actual contents? Are annex/appendix/tab titles and page numbers correct?

14. Was the plan proofread by OPR? Were all errors corrected? Has your Group plans representative reviewed the plan?

15. Does the distribution list include all tasked organizations and others who require the plan? Are all HQ AETC agencies who require the plan included? Was 82 TRW/XPO included? Should the Battle Staff be included?

16. Was final plan provided to 82 TRW/XPO for final review? Was coordination included with the final plan?

NOTE: The OPR will be responsible for printing the plan and distributing it IAW Annex Z.

17. Before distribution, was the plan checked to ensure no errors occurred during reproduction?

18. Was distribution of the plan made by the OPR to all agencies listed in Annex Z distribution? Was 82 TRW/XPO notified when plan distribution was complete?

19. Are plan originals and completed coordination letters maintained on file by the OPR for future use and/or reference?

Attachment 6

PLANS REPRESENTATIVE APPOINTMENT LETTER FORMAT

(Date)

MEMORANDUM FOR 82 TRW/XPO

FROM: (Office Symbol and Address)

SUBJECT: Unit Plans Representative Appointment

1. The following individuals are appointed plans representatives for this organization:

Primary

Rank/Grade:

Name:

Office Symbol/Duty Phone:

Clearance (minimum SECRET):

Alternate

Rank/Grade:

Name:

Office Symbol/Duty Phone:

Clearance (minimum SECRET):

2. This letter supersedes all previous letters of appointment to this position.

(Signature of Commander)

NOTE: 1. This letter must be reaccomplished each time a change in plans representative occurs.

**PLANS STAFF ASSISTANCE VISIT CHECKLIST
82D TRAINING WING PLANS OFFICER**

1. Before actually visiting the unit, check the following:
 - a. Is there a current letter of appointment on file for the unit plans representative?
 - b. Did the unit plans representative receive initial training? Is it documented?
 - c. Are current copies of self-inspection documentation on file?
 - d. Have all requirements of the previous SAV been accomplished?
2. Does the unit plans representative have a current letter of appointment on file in the Unit Plans Continuity Book?
3. Is the Unit Plans Continuity Book organized IAW SAFB Unit Plans Representative Instruction?
4. Does the unit plans representative maintain documentation on unit key supervisor appointments and briefings?
5. Are all unit key supervisors briefed within the allotted time after assumption of their duties?
6. Are additional briefings given to all unit key supervisors upon implementation of a new plan or change? Is it documented?
7. Is the unit plans library centrally located? Do people know where to find the plans library? Are all plans and copies of plans in the unit accounted for?
8. Are self-inspections properly documented and reports maintained?
9. Is the unit plans representative familiar with the unit's tasking under the various plans?
10. Can the unit comply with specific plans taskings?
11. Has the unit developed checklists to support taskings in plans?
12. Are checklists dated and reviewed for currency?
13. Are units conducting annual reviews and documenting the reviews of all plans they maintain?
14. Are changes/revisions to plans properly incorporated into the plan?
15. Are plans that task the unit current and on file?
16. Is the Record of Changes in each plan properly completed?

STAFF ASSISTANCE VISITS REPORT FORMAT

(Date)

MEMORANDUM FOR (Unit)

FROM: 82 TRW/XPO

SUBJECT: Report of Staff Assistance Visit (SAV), (UNIT) Plans Function

1. ***Identifies purpose, scope, and date SAV was conducted, authority and personnel conducting visit.***
2. Personnel contacted: ***Identifies primary and alternate unit plans representatives present during the SAV.***
3. Findings/General Comments/Observations: ***Identifies the overall condition of the plans program and notes if all plans are on hand along with checklists/OIs in support of plans, etc.***
4. Processing Instructions: ***States if action is required by the plans function and to retain the SAV as directed by the AETCI 10-402/SAFB Sup 1.***

(Chief, Plans signature)

REPLY TO PLANS SAV REPORT

(Date)

MEMORANDUM FOR 82 TRW/XPO

FROM: (Office symbol)

SUBJECT: Reply to Plans Staff Assistance Visit (SAV) Report **(Date of report)**

The following corrective actions have been taken on discrepancies identified in subject report:

a. Reference para _____. Corrective Action: ***Discuss in detail the corrective action(s) taken. Address the recommendation(s) provided. Corrective action(s) should be directed at root causes, not symptoms of problem. If all corrective actions for a discrepancy have been completed, end this paragraph with CLOSED. If some part of this corrective action is closed and other parts are still open, indicate which actions are open/closed and provide an estimated completion date (ECD) for those still open. For example: "Training of all key supervisors on plans tasking is in progress. (OPEN, ECD: 21 Sep 96)."***

b. Reference para _____. Corrective Action: ***Follow same format as in paragraph "a" above for each discrepancy identified in the report.***

(Signature of Unit Commander)

NOTE:

1. Send follow-up notification letters to 82 TRW/XPO when each discrepancy is **CLOSED**. Include date each action was completed.
2. It should normally take no more than 30 days from the date of this report to close all open items. However, should it take over 30 days, provide a status report each 30 days until all items are closed. Include slipped dates (if any) and reasons.
3. All discrepancies and comments identified in a SAV Report must be addressed in the reply except those clearly identified as having been fixed on the spot.
4. Replies will be prepared/forwarded within suspenses set in the SAV Report. Extensions may be requested when required.

**SAFB PLANS COVER FORMAT EXAMPLE
FRONT**

**SHEPPARD AIR FORCE BASE
RESOURCE PROTECTION PLAN**



**SHORT TITLE: SAFB PLAN 31-209
DATE**

**HEADQUARTERS 82d TRAINING WING
SHEPPARD AIR FORCE BASE TEXAS**

FOR OFFICIAL USE ONLY

**NOTE: UNCLASSIFIED COVERS WILL BE ON BLUE INDEX CARD STOCK;
CLASSIFIED COVERS WILL BE RED CARD STOCK**

TRANSMITTAL MEMORANDUM FORMAT

(Date)

MEMORANDUM FOR DISTRIBUTION (*See Annex Z*)

FROM: 82 TRW/XP

SUBJECT: SAFB Plan (*Number*)

1. Attached is SAFB ***Plan Name and Number***.
2. This plan is the 82d Training Wing (***OR INDICATE APPROPRIATE UNIT***) supporting plan required by the appropriate instruction or directive.
3. This plan is effective for planning purposes upon receipt. Execution will be when directed by the Commander, 82 TRW or designated representative.
4. The OPR for this plan is (***Unit***). Requests for additions, deletions, and/or changes should be directed to this office.
5. Tasked activities are/are not required to develop supporting checklists.
6. This plan supersedes SAFB ***Plan Number, Date***, which should be destroyed IAW applicable directives.

JERRY WHITMAN
Chief, Plans OfficeAttachment:
SAFB Plan XXX

SECURITY INSTRUCTIONS AND RECORD OF CHANGES FORMAT

82d Training Wing
Sheppard AFB, Texas
DATE

SAFB PLAN XXX
SECURITY INSTRUCTIONS

1. The long title of this plan is **(Title)** . The short title is SAFB Plan _____. Both titles are Classified/Unclassified. **(Select one)**.
2. This document is UNCLASSIFIED **(or FOR OFFICIAL USE ONLY, SECRET, as applicable)**.
3. Reproduction of this document in whole or in part to assist tasked organizations in development of supporting OIs/checklists is authorized.
4. The provisions of AFI 10-1101, *Operations Security*, were considered during the formation of this Plan.

RECORD OF CHANGES

Change No. and Date

Date Entered

Posted By

[illegible]

AETCI 10-402/SAFB SUP 1
Attachment 13
PLAN SUMMARY FORMAT

15 May 1999

82d Training Wing
Sheppard Air Force Base, Texas
(DATE)

SAFB PLAN XXXX
PLAN SUMMARY

1. PURPOSE. ***Briefly tells what purpose is to be achieved by implementing the plan. If this is a supporting plan, the supported plan is identified here.***
2. CONDITIONS FOR EXECUTION. ***Summarize the situation in which the plan should be considered for implementation.***
3. OPERATIONS TO BE CONDUCTED. ***Summarize operations to be conducted upon plan implementation, including subparagraphs on deployment, employment, forces assigned, and supporting plans, if applicable.***
4. KEY ASSUMPTIONS. ***List key assumptions that are absolutely essential to the logic of the plan.***
5. OPERATIONAL CONSTRAINTS. ***List any significant operational constraints that must be worked around when carrying out this plan.***
6. TIME TO COMMENCE EFFECTIVE OPERATIONS. ***Summarize when the plan would be utilized/placed in effect.***
7. COMMAND RELATIONSHIPS. ***If other than normal, summarize the 82 TRW arrangements to be employed in executing plan. Usually, Command relationships will be "Normal."***
8. LOGISTIC APPRAISAL. ***Provide an estimate of logistic feasibility.***
9. PERSONNEL APPRAISAL. ***Provide an estimate of feasibility based on personnel requirements.***
10. CONSOLIDATED LISTING AND IMPACT ASSESSMENT OF SHORTFALL OR LIMITING FACTORS. ***List any shortfalls here or state that there are none.***

Attachment 14

TABLE OF CONTENTS FORMAT

82d Training Wing
Sheppard Air Force Base, Texas
15 July 1996

SAFB CONEXPLAN
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Attachment 15
BASIC PLAN FORMAT

82d Training Wing
Sheppard Air Force Base, Texas
(DATE)

SAFB PLAN (Number)
BASIC PLAN

REFERENCES: *List references by publication number and title. Cite references required for complete understanding of the plan. Use references that are readily available to users of the plan. List the Higher Headquarters plans that this plan supports. List references as follows in this example:*

- a. AFMAN 10-401, *Operations Planning*
- b. XXXXXXXXXXXXXXXX
- c. XXXXXXXXXXXXXXXX

TASK ORGANIZATION: See Annex A.

1. PURPOSE: *Provide a concise description of the purpose to be achieved implementing this plan. If this is a supporting plan, indicate the plan it supports.*

a. **General:** *Describe the general environment that would establish the probable preconditions for implementation of this plan.*

b. **Assumptions.** *List assumptions on which the plan is based. List either conditions most likely to exist, or other conditions that are likely to have a significant impact on this plan as a whole. (Additionally, assumptions about specific aspects of the operation should be included in appropriate annexes.)*

2. CONDITIONS FOR IMPLEMENTATION:

a. *Summarize the politico-military situation in which execution of the plan should be considered, if applicable.*

b. *Summarize any legal and environmental considerations that could impact on plan implementation.*

3.

3. OPERATIONS TO BE CONDUCTED:

a. **Concept of Operations:** *This explains the operations to be conducted. It should describe the general nature and purpose of the operations to be conducted, and coordination and cooperation necessary to execute actions required by the plan.*

b. **Tasks:** *In separately lettered subparagraphs, list each task assigned to each applicable commander.*

NOTE: Detailed tasking information for units is normally not covered in the basic plan. They are developed and refined in individual annexes. Only basic tasks are stated here.

4. ADMINISTRATION AND LOGISTICS:

a. **Administration.** *State any administrative requirements if other than "normal." Any requirement for operating instructions/checklists in support of the plan may be addressed here.*

b. **Logistics.** *Provide broad guidance on how support will be furnished. For detailed guidance on major aspects of support required, refer reader to appropriate annexes.*

5. **OPERATIONAL CONSTRAINTS:** *List any major factors that may impede accomplishing the mission, to include any limiting factors.*

6. **COMMAND RELATIONSHIPS:** *If other than "normal," identify command and control relationships between the Wing and off-base agencies that support the plan.*

ANNEXES:

A - (Title of Annex)

B - (Title of Annex)

D - (Title of Annex)

M - (Title of Annex)

BP-2

NOTES:

1. List all annexes included in the plan.
2. Detailed information on tasking for lower echelons of command is normally not covered in the basic plan. Details should be covered in the appropriate annexes, appendices, etc.
3. The five major paragraph headings shown in this sample will be used in all plans. Additional paragraph headings may be used to fit the particular needs of the plan.
4. Page numbers of the basic plan are BP-1, BP-2, BP-3, etc.
5. General information is presented in the basic plan while individual functional areas use annexes for specific content.

TASKED ORGANIZATION ANNEX FORMAT

82d Training Wing
Sheppard Air Force Base, Texas
(DATE)

ANNEX A TO SAFB PLAN (*NUMBER*)
TASK ORGANIZATION

82d Training Wing
Judge Advocate
Public Affairs
Safety
Manpower

80 FTW

82 LG/CC

82 MDG/CC

82 CPTS/CC

82 TRG/CCEA

982 TRG/CCEA

A-1

NOTE: This is an example only and should not be considered an exclusive list of Tasked Organizations for your plan.

ANNEX FORMAT

82d Training Wing
Sheppard Air Force Base, Texas
(DATE)

ANNEX (Annex Designator) TO SAFB PLAN (Number)
(Title of Annex, Example: LOGISTICS)

REFERENCES:

- a. *(List referenced regulations, plans, etc., but do not duplicate those listed in basic plan).*

1. GENERAL:

a. XXXXXXXXX

b. XXXXXXXXX

(1) XXXXXXX

2. ASSUMPTIONS:

- a. XXXXXXX *(do not duplicate assumptions in the basic plan).*

3. RESPONSIBILITIES:

a. XXXXXXXXX

b. XXXXXXXXX

4. LIMITING FACTORS:

a. XXXXXXXXX

b. XXXXXXXXX

APPENDICES :

1 - (Title of Appendix)

2- (Title of Appendix)

NOTES:

1. The header and the annex identification lines are not included on second and subsequent pages of an annex. This is also true for all other parts of a plan; these items are only included on the first page of each part of the plan except for the Letter of Transmittal which does not have these entries.
2. If there is no specific material for a titled paragraph, do not include that paragraph. If you have additional paragraphs, put them after those shown.
3. Limit annexes to essential information not covered in other regulations. This does not preclude referencing those other publications, as appropriate.
4. Page numbering is the annex designator, plus integer connected by a dash (-). Example: Page 1 of Annex F is F-1; Page 2 of Annex F is F-2.

Attachment 18

CLASSIFIED ANNEX FORMAT

(CLASSIFICATION)*

82d Training Wing
Sheppard Air Force Base, Texas
(DATE)

ANNEX (Annex Designator) TO SAFB PLAN (Number) (U)
Title of Annex (U)

(U) REFERENCES:

a. (U) xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

b. (U) xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

1. (U) SITUATION:

a. (U) General. xxxxxxxxxxxxxxxxxxxx

b. (C) Assumptions. xxxxxxxxxxxxxxxx

2. (U) MISSION: xxxxxxxxxxxxxxxxxxxx

3. (U) EXECUTION:

a. (S) Concept of Operations. xxxxxxxxxx xxx xx xxxxxx

b. (U) Tasks:

(1) (U) xxxx xxxxx xxxxxxxxx xxxxxxxx xxxxxxxxxxxxxxxxxxxx xxxxx

(2) (S) xxxxx xx xxx xx xxxxx xxxxx xxxxxxxx xxxxxxxxxxxxxxxxxxxx xx

NOTE: Each paragraph and subparagraph must be classified according to content. This format applies throughout a classified plan. An Annex may be entirely unclassified, but as part of a classified plan, page and paragraph markings must be affixed.

*Stamp to show highest classification contained on this page. In this example, the page would be marked "Secret" since paragraphs 3a and 3b(2) are marked "(S)." See AFI 31-401 for more information.

NOTE: THIS PAGE IS AN EXAMPLE ONLY AND IS NOT CLASSIFIED

(page number)
(CLASSIFICATION)*

**Attachment 19
APPENDIX FORMAT**

82d Training Wing
Sheppard Air Force Base, Texas
(DATE)

APPENDIX (Number) TO ANNEX (Designator) TO SAFB PLAN (Number)
(Title of Appendix, Example: DISPERSAL OPERATIONS)

REFERENCES: (List any applicable references specific to material covered in the appendix)

Paragraph headings will vary depending on the purpose of the appendix. Use the best paragraph headings for communicating your specific material. AFMAN 10-401 can provide you with some good ideas for how to present your material.

NO SIGNATURE ELEMENT REQUIRED

TABS:

A - (Title of Tab)

B - (Title of Tab)

NOTE: Page numbering is annex designator plus integer indicating the appendix number, plus a second integer each connected by a dash (-). Example: Page 1 of Appendix 1 to Annex X is X-1-1; Page 2 of Appendix 3 to Annex W is W-3-2.

82d Training Wing
Sheppard Air Force Base, Texas
(DATE)

TAB (Alpha Designator) TO APPENDIX (Numerical Designator) TO ANNEX D TO SAFB PLAN
XXX

(Title of Tab, Example: PARKING PROCEDURES)

REFERENCES:

a. (List referenced regulations, plans, etc., but do not duplicate those listed in basic plan).

b. AFR XX-XXX

1. GENERAL:

a. XXXXXXXXX b. XXXXXXXXX

(1) XXXXXXX

2. PROCEDURES:

a. XXXXXXX (do not duplicate assumptions in the basic plan).

b. XXXXXXX

3. RESPONSIBILITIES:

a. XXXXXXXXX

b. XXXXXXXXX

4. LIMITING FACTORS:

a. XXXXXXXXX

b. XXXXXXXXX

NOTE: Tabs may also be used for maps, drawings and other information that would not fit into the basic plan elsewhere.

Attachment 21

DISTRIBUTION FORMAT

82d Training Wing
 Sheppard Air Force Base, Texas
 1 March 1999

SAFB BSP 10-404
 DISTRIBUTION

ORGANIZATIONNO COPIESHQ AETC

LGXW 1
 HQ 19 AF/DOOR..... 1

82d TRAINING WING

PA 1
 JA..... 2
 XP (STOCK)..... 10
 CP 1
 SE..... 1
 HC 1
 HO..... 1
 XPL 1
 MQ 1

82 CPTS/FMA..... 1

82 SVS/SVMX 1
 82 MSS/DPMX..... 3
 82 CS/SCOU 2
 82 CES/CEX 3
 82 SFS/SFOX..... 3

82 LS/LGSTR..... 7
 82 AMDS/SGPR 2

80 FTW/XP 4
 80 OSS/DOAB..... 1
 80 OSS/DOW 1
 AFOSI DET 411 1

DISTRIBUTION CHANGE MEMORANDUM FORMAT

SAFB PLAN XXXX
DISTRIBUTION CHANGES

(Date)

MEMORANDUM FOR (Plan OPR)

FROM:

SUBJECT: Distribution of SAFB Plan (Number)

1. This activity has received _____ copy(s) of subject plan. Request distribution be changed as follows:

- (a) Delete requirements _____
- (b) Increase number of copies to _____
- (c) Change number of copies to _____ .
- (d) Change office symbol and address to:

2.. REMARKS:

(Signature of Commander)

NOTE: Complete and return to designated OPR and 82 TRW/XPO, if there are any distribution changes and/or comments.

**Attachment 23
STAFF SUMMARY SHEET**

1. A Staff Summary Sheet (SSS) is used to route a document through the various staff agencies to the commander.
2. Paragraph 1. State the purpose of the SSS, reason for the change/revision, a brief summary of the changes and that all tasked units/agencies have/have not coordinated on the plan.
3. Paragraph 2. State the facts that need to be discussed and identify any general information required to process the SSS.
4. Paragraph 3. State the purpose of the plan.
5. Next comes the RECOMMENDATION.
6. Paragraph 4 and so forth, list the action required.

NOTE: The above is appropriate for final products that will be signed by the wing commander. See Tongue and Quill on how to do a SSS.

CHANGE TRANSMITTAL MEMORANDUM FORMAT

MEMORANDUM FOR DISTRIBUTION SEE ANNEX Z

(Date)

FROM: 82 TRW/XP

SUBJECT: Change 1 to SAFB Plan (Number), (Plan title)

1. SAFB Plan XXX, (Date of Change), is changed as follows:

a. Page changes:

RemoveInsert

C-1 thru C-4

C-1 thru C-4

L-1-1

L-1-1

F-1,F-2 (DENOTES A NEW PAGE IS BEING ADDED)

b. Pen and ink changes:

PageParagraphLineAction

M-1

6b

3

At the end of first sentence, add "as directed by Security Forces."

R-1-1

8c

6

Delete sentence beginning with "The augmentees will...."

NOTE: PEN AND INK CHANGES WILL BE LIMITED TO MINOR CHANGES ONLY.

3. After the above changes have been posted, annotate the Record of Changes page and file this letter immediately behind the front cover of the plan.

SIGNATURE ELEMENT

2 Atchs

1. Distribution List

2. Page Changes

NOTES:

1. If a new Annex Z is accomplished, a distribution list is not required.

2. The "Date of Change" in paragraph 1 will be the same as the date of the letter (indicated in upper right corner).

**Attachment 25
PAGE CHANGE FORMAT**

82d Training Wing
Sheppard AFB, TX
(DATE)

ANNEX M TO SAFB PLAN (Number)
SECURITY

REFERENCE:

a. XXXX

b. XXXX

1. GENERAL:

a. XXXX

b. XXXX

| 2. ASSUMPTIONS:

|
|
|

a. XXXX

3. RESPONSIBILITIES:

a. XXXX

|
|
|

b. XXXX

c. XXXX

4. LIMITING FACTORS:

a. XXXX

M-1
(Change 1, Date of Change)

NOTE: 1. Include the change number and date in parenthesis at the bottom of each page change.
Place this information immediately beneath the page number as indicated in the format above.

2. A vertical line in the left margin indicates a change to that specific paragraph or sentence.

PLAN CHANGE DEVELOPMENT CHECKLIST

1. Was the Plans Officer, 6-7242, notified of the plan change?
 2. Were tasked organizations offered an opportunity to provide inputs and was the plan reviewed to ensure changes include all required corrections/additions/deletions?
 3. Will the change make total changed/added/deleted material in plan equal to, or greater than, 40 percent of plan? If so, a complete revision (rewrite) will be initiated instead of a change.
 4. Did all tasked organizations, whose tasking is affected by the change, coordinate on it?
 5. Was the draft submitted to 82 TRW/XPO for initial review?
 6. In final camera-ready draft change package:
 - a. Is there a change transmittal letter?
 - b. Is each page marked appropriately, including security markings and vertical lines in the margin adjacent to changed material?
 - c. Is the change number and date of change included on each page beneath the page number?
 - d. Is the TABLE Of CONTENTS adjusted to include changes, additions and/or deletions called for in the amendment?
 - e. Is there a distribution list or updated Annex Z?
 - f. Are pen and ink changes held to a minimum?
 - g. Are page changes, rather than pen and ink changes, used for lengthy or complex changes?
 7. Was the final camera-ready copy of change provided to 82 TRW/XPO for review before reproduction/distribution?
- NOTE:** The Plans Officer will return the final change to OPR for printing. The OPR will distribute the change IAW Annex Z.
8. Are plan change originals and coordination copies maintained on file by the OPR for future use and/or reference?

UNIT PLANS REPRESENTATIVES CHECKLIST

1. Plans Administration:

- a. Has the unit plans representative been appointed in writing in accordance with AETCI 10-402/SAFB Sup 1?
- b. Does the unit plans representative possess at least a SECRET security clearance?
- c. Was the original Letter of Appointment forwarded to the Wing Plans Office and a copy maintained in the Unit Plans Continuity Book?
- d. Is a Plans Continuity Book being maintained and does it contain, as a minimum, tabbed sections identified in AETCI 10-402/SAFB Sup 1?
- e. Is the Unit Plans Self-Inspection accomplished one month prior to your scheduled semiannual SAV and a copy of the results forwarded to the Plans Officer along with a cover letter indicating whether or not there any problem areas? Date of last inspection _____.

2. Plans Currency:

- a. Are all Wing War/Contingency plans current and posted with latest changes?
- b. Are change notices filed in most recent order immediately behind the front cover of the plan?
- c. Is the Record of Changes page in each plan properly completed?
- d. Is Optional Form 21, Cross-Reference sheet, being used to account for additional copies of plans when the unit is on distribution for more than one copy?
- e. Are unclassified copies of plans, checklists, regulations etc., being kept current at the Battle Staff position in the Command Post if required?
- f. Are classified checklists maintained in the Command Post current?
- g. Is the unit plans representative performing semiannual reviews of unit contingency checklists? Are reviews documented?
- h. Is an 82d Training Wing War/Contingency, and Miscellaneous Plans Listing and Plans Summary maintained in the Unit Plans Continuity Book?
- i. Is a current AETCI 10-402/SAFB Sup 1 maintained in the Plans Continuity Book?

3. Unit Plans Implementation: Does the unit have checklists to implement their taskings in a plan?

4. Personnel Preparedness, Briefings, Training:

- a. Is unit manning sufficient to meet all tasked requirements? Review HQ AETC WMP III, if tasked to deploy.
- b. Are personnel aware of their taskings when a plan is implemented?
- c. Are names of new Wing key personnel being forwarded to the Plans Office, so supervisors can be scheduled for a plans briefing within 60 days of assignment/appointment?
- d. Are new unit key personnel being briefed by the units plans representative on the unit's plans responsibilities within 60 days of arrival?
- e. Are additional briefings given to cover new plans or changes?
- f. Are all briefings being documented?

5. Plans Development:

- a. Does the plans representative initiate an annual review of each plan for which the unit is OPR, according to established schedule? Are these annual reviews documented and a copy sent to the Plans Office?
- b. Is the Plans Office notified before a plan is revised or changed?
- c. Have all tasked organizations of a plan (Annex A) coordinated on plan changes or revisions?
- d. Is the Plans Office the final point of coordination before a plan is published?
- e. Is the OPR maintaining the master copy used for reproduction of their plan?

DISTRIBUTIONORGANIZATIONNO COPIES82d TRAINING WING

82 TRW/CP1
82 TRW/PA1
82 TRW/SE.....1
82 TRW/JA.....1
82 TRW/HC.....1
82 TRW/MQ
82 TRW/XPE1
82 TRW/HO.....1
82 TRW/XP1

82 LS/LGSTR.....1

82 AMDS/SGPR1

82 MSS/DPMX.....1

82 CS/SCX1

82 CES/CEX1

82 SVS/SVMX1

82 SFS/SFOX.....1

82 CPTS/FMA.....1

82 TRSS/DO8

882 TRG/CCEA1

982 TRG/CCEA1

AFOSI Det 4111

DRMO.....1

82 TRW/XP (STOCK)10

DPS/DBO1

AAFES.....1

AF Audit Agency.....1

DECA1